Hal F.

al. ....

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INTERNAL NIC ADMIN ONLY
SENSITIVE   8/12

MEMORANDUM FOR:

Graham, Sara, Barbara, Bryan, Marty

[ ] has asked me to give him some candid
thoughts on the attached <u>draft</u> proposal which he is
considering establishing, E Career-wide. Pls meet
with me next Tuesday, 19 Aug., at 3:00, to share
thoughts on this. Jim does not want so much a "how
would this affect the NIC?" response, as he does a
"how do we (with our E Career-wide hats on) think
about this?" Pls do not discuss this exercise with
anyone other than addressees. Thanks.

Hal

INTERNAL NIC ADMIN ONLY

Date

FORM 101 USE PREVIOUS
5-75 101 EDITIONS

Draft Blue Note

Here is a new structure intended to complement the revised Secretarial Career System. Broadly, it is intended to help the E Service have the best secretarial program it can by:

- greatly increasing the involvement of our secretaries in managing themselves;

- increasing our reliance on broadly-based panel processes for promotion; and

- ensuring a strong office role in the annual bonus program so that we do the best job of rewarding directly the contributions and hard work of our secretaries.

Although specific panel functions are enumerated, all panels are specifically charged to consider constructive proposals for further improvement.

E Service - Secretarial Panels

Career Service Panel A

- Determine promotions from Level III to Level IV.
- Evaluate and assign category descriptors for all Level IV secretaries.
- Monitor training recommendations for Level IV secretaries.
- Monitor assignments for Level IV secretaries:
  -- Select candidates for Level IV, E Service vacancies.
  -- Review for possible rotational assignments.
- Approve special experience, ADP, and other skill requirements or policy recommendations for E Service.
- Approve bonus guidelines for E Service, based on Panel B recommendations.
- Manage bonus program for E Service for all Levels, taking into consideration component recommendations.
- Composition: 5 officers =

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Career Service Panel B

- Determine promotions from Level II to Level III.
- Evaluate and assign category descriptors for all Level III secretaries.
- Recommend promotions from Level III to Level IV.
- Conduct a semi-annual Level III training review (at beginning of Level III cycle and again 6 months before Level IV promotion exercise).
- Select candidates for Level III, E Service vacancies.
- Propose special experience, ADP, and other skill requirements for E Service secretaries.
- Propose guidelines for E Service bonus program.
- Make other recommendations for improvements in E Service secretarial program as warranted.
- Composition: 1 officer, 4 secretaries =

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Office Panels

- Evaluate and assign category descriptors for all Level I and Level II secretaries.
- Approve promotions from Level I to Level II.
- Rank order, on a 1-N basis, all secretaries within each Level (II, III, and IV).
- Monitor training requirements for all Level I and Level II secretaries.
- Composition: minimum of 3, with mix of officers and Level IV secretaries.

Office Directors

- Recommmend, in rank order, those secretaries deemed eligible for a bonus.